

## Group information

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## General

Everyone is present in classes and agreed upon days from 9 a.m. to 4 p.m. Thursday and Friday are days for individual work.

When you have personal matters, something comes up, you know you're going to be late for school, you let the group know early and not at the last minute, communication is key.

Being absent without notification equals a yellow card. To see how the strike system works please refer to the strike system at the bottom.

If there is a disagreement between the person who is late and the group, the respective teacher who is present at that time will be called upon for a group discussion.

**EXCEPTION:** If group members want to arrive later, the following agreements apply be present from 09:30 until 16:00, if a group member wants to leave earlier, there will be consultation with the group to see if this is possible.

### **Collaboration in the team**

Everyone does their best and ensures that they complete the agreed tasks and adhere to the agreements made. In addition, we help each other where necessary. If someone does not fulfill the agreements or tasks, we will address them so that behavior can be adjusted, and a yellow card will be issued. Please refer to the strike system at the bottom.

Tasks are divided and completed on time. If this is not possible, let us know and ask for help if necessary.

***In our group, the scrum method is applied.***

**Stand ups are on:**

**Monday: 9:30**

**Tuesday: 10:30**

**Wednesday: 13:00** (During this stand up we set deliverables that each one of us will complete during the off-school time)

### **Deadlines**

Everyone adheres to the agreed internal deadlines. If you cannot meet them, inform us in time so that we can all help.

If the internal deadline is not met, you will receive a warning.

Everyone ensures that they have completed their tasks 24 hours before the final deadline, so that there is still enough time for formatting and checking.

### **Documentation**

- Everyone documents their own part in the Teams Channel.
- Documentation is up to date every week (on Friday).

### **Strike System**

Throughout the group project, you will receive yellow cards, which have a meaning, they notify the team on how punctual everyone is.

Upon your first card nothing will happen, like the second, but on your third card you will receive a red card, after the first red card you will no longer receive yellow cards, but reds.

At the third red card you will be removed from the team.

A handwritten signature in black ink, appearing to be 'L. King', written in a cursive style.